

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

|   |  |   |  |  |                |
|---|--|---|--|--|----------------|
| 1. DATE OF ORDER<br>07-29-2003  |  | 2. CONTRACT NO. (if any)<br>GS-23F-0204L      |  | 6. SHIP TO:  |                |
| 3. ORDER NO.<br>DR-09-03-321  |  | 4. REQUISITION/REFERENCE NO.<br>RQ CFO 03-321 |  | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission<br>OCFO/DFM/FSRT  |                |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Division of Contracts<br>Contract Management Center 2<br>Mail Stop T-7-I-2<br>Washington DC 20555                              |  |   |  | b. STREET ADDRESS<br>Mr. Robert Rakowski<br>Mail Stop T-9-E-10   |                |
|   |  |   |  | c. CITY<br>Washington  | d. STATE<br>DC |
|   |  |   |  | e. ZIP CODE<br>20555   |                |
| 7. TO:  |  |   |  | f. SHIP VIA  |                |
| a. NAME OF CONTRACTOR<br>Eagle Design & Management, Inc.  |  |   |  | 8. TYPE OF ORDER   |                |
| b. COMPANY NAME<br>Attn: Terry Savage and David Lee<br>Suite 300  |  |   |  | <input type="checkbox"/> a. PURCHASE ORDER   |                |
| c. STREET ADDRESS<br>7830 Old Georgetown Road   |  |   |  | <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER<br>Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. |                |
| d. CITY<br>Bethesda   |  | e. STATE<br>MD                                |  | f. ZIP CODE<br>20814   |                |
| 9. ACCOUNTING AND APPROPRIATION DATA<br>Job Code: M7071; B&R No.: 37N-15-532-358; BOC: 252A;<br>Fund Source: 31X0200.37N; Amount Obligated: \$32,023.00<br>Additional Obligation Info Continued in Block 17, Schedule |  |   |  | 10. REQUISITIONING OFFICE CFO<br>Office of the Chief Financial Officer   |                |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))   |  |   |  |  |                |
| <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED   |  |   |  |  |                |
| 12. F.O.B. POINT<br>Destination   |  | 14. GOVERNMENT B/L NO.                        |  | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE  |                |
|   |  |   |  | 16. DISCOUNT TERMS<br>N/A  |                |
| 13. PLACE OF  |  | FOR INFORMATION CALL: (No collect calls)      |  |  |                |
| a. INSPECTION   |  | b. ACCEPTANCE                                 |  | Amy Siller<br>(301) 415-6747   |                |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(A) | SUPPLIES OR SERVICES<br>(B)  | QUANTITY<br>ORDERED<br>(C) | UNIT<br>(D) | UNIT<br>PRICE<br>(E) | AMOUNT<br>(F) | QUANTITY<br>ACCEPTED<br>(G) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | Block 9, Accounting and Appropriation Data, Continued<br>Job Code: N7000; B&R No.: 37N-15-531-352; BOC: 252A;<br>Fund Source: 31X0200; Amount Obligated: \$13,254.00<br><br>The contractor shall provide management consulting to the NRC for its production of the FY2003 Performance and Accountability Report, FY2003 Management and Performance Highlights brochure, and the FY2003-2008 Strategic Plan, as described in the Statement of Work attached to this delivery order, and in accordance with the contractor's proposal dated 07/18/03, hereby incorporated by reference.<br><br>Period of Performance is 07/29/2003 through 03/28/2004.<br><br>Task 1 - NRC FY 2003 Performance and Accountability Report equals \$15,225.00;<br>Task 2 - NRC FY 2003 Highlights Brochure equals \$16,798.00;<br>Task 3 - NRC FY 2003-2008 Strategic Plan equals \$13,254.00.<br><br>NRC Project Manager: Robert Rakowski (301) 415-7340 |                            |             |                      |               |                             |

|  |  |                |                           |  |   |  |                                 |
|--|--|----------------|---------------------------|--|---|--|---------------------------------|
| SEE BILLING<br>INSTRUCTIONS<br>ON<br>REVERSE | 18. SHIPPING POINT   |                | 19. GROSS SHIPPING WEIGHT |  | 20. INVOICE NO.                         |  | SUBTOTAL                        |
|  | 21. MAIL INVOICE TO:   |                |                           |  |   |  |                                 |
|  | a. NAME<br>U.S. Nuclear Regulatory Commission<br>Payment Team, Mail Stop T-9-H-4 |                |                           |  |   |  | 17(h)<br>TOTAL<br>(Cont. pages) |
|  | b. STREET ADDRESS (or P.O. Box)<br>Attn: (insert contract or order number)       |                |                           |  |   |  |                                 |
| c. CITY<br>Washington                        |  | d. STATE<br>DC | e. ZIP CODE<br>20555      |  | 17(i).<br>GRAND<br>TOTAL<br>\$45,277.00 |  |                                 |

22. UNITED STATES OF AMERICA  
BY (Signature)

*Amy J. Siller*

8/14/03

23. NAME (Typed)  
Amy J. Siller

TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

ADMO02

OFFICIAL FORM 347 (6/95)

RECEIVING REPORT

|                    |         |              |               |   |      |
|--------------------|---------|--------------|---------------|---|------|
| SHIPMENT<br>NUMBER | PARTIAL |              | DATE RECEIVED | SIGNATURE OF AUTHORIZED U.S. GOV'T REP. | DATE |
|                    | FINAL   |              |               |   |      |
| TOTAL CONTAINERS   |         | GROSS WEIGHT | RECEIVED AT   | TITLE                                   |      |

[illegible]

# **Statement of Work**

**Title:** NRC FY 2003 Performance, Accountability Report/Highlights Brochure, and Strategic Plan

**Technical Monitor:** Robert E. Rakowski

## **1. Task Summary**

Provide management consulting to the Nuclear Regulatory Commission (NRC) for its production of the Fiscal Year (FY) 2003 Performance and Accountability Report (PAR), the FY 2003 Management and Performance Highlights brochure (Highlights brochure), and the Fiscal Year 2003-2008 Strategic Plan. The Contractor's efforts will focus on the content of an electronic template for the FY 2003 PAR and the content, design, and production of camera-ready art and Web-ready files for the NRC's FY 2003 Highlights brochure. For the Strategic Plan, the contractor's efforts will focus on the content, layout, and graphic design of NRC's Strategic Plan and provide recommendations for improving its presentation, ease of understandability, and effectiveness as a communications tool for NRC's stakeholders.

## **2. Background**

The Reports Consolidation Act provides federal agencies with the authority to produce a report containing financial and program performance information and submit it to the President and Congress annually. The PAR will include the following required elements:

- The annual financial statements and auditor's report, required by the Chief Financial Officer's Act of 1990;
- The annual performance report, required by the Government Performance and Results Act of 1993;
- The Chairman's annual report to the President and the Congress on internal controls, required by the Federal Manager's Financial Integrity Act of 1992;
- The Chairman's statement on the compliance of the agency's financial management systems with applicable Federal requirements and accounting standards, required by the Federal Management Improvement Act of 1996; and
- The Chairman's annual report to Congress on management decisions and final actions on the Office of the Inspector General audit recommendations, required by the Inspector General Act of 1978.

The criteria for producing the PAR includes: messages from the agency's Chairman and Chief Financial Officer; an overview of the agency's organization, program and financial management;

a performance report; and the agency's audited financial statements and audit report. The FY 2002 PAR can be found at NRC's website: [www.nrc.gov](http://www.nrc.gov).

The NRC FY 2003 Management and Performance Highlights brochure will be similar to an annual report. It will contain a summary of the information presented in the PAR. It will include messages from the agency's Chairman and Chief Financial Officer; highlights of the agency's FY 2003 performance and results; and selected financial highlights.

With respect to the Strategic Plan, the Office of Management and Budget (OMB) Circular A-11 directs federal agencies to update their strategic plan every three years to span a minimum six year period. The NRC's FY 2003-2008 Strategic Plan will be submitted to Congress and OMB no later than September 30, 2003. The strategic Plan will include the following:

- A comprehensive mission statement;
- A description of general goals and objectives;
- A description of the means and strategies that will be used to achieve the goals and objectives;
- Identification of key factors that could affect achievement of the general goals and objectives; and
- A description of program evaluations used, and schedule for future evaluations.

### **3. Scope of Work**

The NRC requires the assistance of a Contractor to provide expertise and advice on the content and editorial excellence of the PAR and on the content, design, and production of the camera-ready art for the Highlights brochure. The NRC also requires the assistance of a contractor to provide expertise and advice on the most effective means for integrating the components of the FY 2003-2008 Strategic Plan, and ensuring it presents a logical progression of information that readers will find easy to follow and understand. The scope of this statement of work is comprised of the following tasks:

#### **Task 3.1: Assist in Preparing FY 2003 Performance and Accountability Report**

The Contractor will review portions of the FY 2003 report as they become available and provide recommendations for improving the content of the document. The Contractor will create an electronic template in WordPerfect or Microsoft Word, which the NRC will use to produce the FY 2003 PAR. The contractor is also expected to work with the final approved cover design of the Highlights brochure, adapting it as a cover for the FY 2003 PAR.

#### **Task 3.2: Assist in Preparing FY 2003 Highlights Brochure**

The Contractor will assist the NRC in determining which elements of the FY 2003 PAR will be included in the Highlights brochure and will draft and outline for the Project

Officer's review and approval. The contractor will help to edit the Highlights brochure to make it an appealing document that describes to a wide variety of audiences the NRC's accomplishments and challenges faced during FY 2003. The Contractor will also design, produce camera-ready art, and provide print management services for the Highlights brochure as detailed below.

#### **Task 3.2.1: Design and Production**

For the purposes of price estimate, assume that the Highlights brochure will be 40 pages plus covers in length in 4 colors. The brochure will include text, an organization chart, approximately 10 to 12 charts or tables, 3 financial spreadsheets, and 20 to 25 graphic images or photos with captions. The Contractor should budget to purchase royalty-free images to supplement those that NRC is able to provide.

The design must be suitable for both printing as well as posting on the NRC website. Price should include 3 rounds of page proofs for review prior to final acceptance.

Draft narrative will be available to the contractor in October. Given the tight schedule for producing the FY 2003 PAR and Highlights brochure, the Contractor must be flexible regarding revisions in information/data.

#### **Task 3.2.2: Editorial Services**

Editorial services required for the Highlights brochure include copy editing and proofreading of the text at all stages of the production process for spelling, grammar, punctuation, and conformity to NRC and Government Printing Office editorial style guidelines. The Contractor is expected to provide photo captions.

The contractor will review all printer's proofs of both the Highlights brochure, the PAR cover, and the Strategic Plan.

#### **Task 3.2.3: Web-Ready Files**

The Contractor is to provide Section 508-compliant PDF files of the Highlights brochure and the Strategic Plan for posting on the NRC website.

### **Task 3.3 Assist in Preparing FY 2003-2008 Strategic Plan**

The contractor will review NRC's current FY 2000-2005 Strategic Plan and strategic plans published by two other federal agencies (TBD). Based on this review, the contractor will provide recommendations on improvements NRC can make to the FY 2003-2008 Strategic Plan. Recommendations will focus on content, organization, layout, and graphic design of the report and include examples that the contractor believes demonstrate excellence in performance and financial reporting. Recommendations will also demonstrate consideration of any limitations

related to such areas as established production schedules, mandated publication dates, and reporting criteria contained in relevant legislation and government wide guidance.

### **Task 3.3 Assist in Preparing FY 2003-2008 Strategic Plan**

The contractor will review portions of the FY 2003-2008 Strategic Plan as they become available and provide recommendations for improving the layout, graphic design, and content of the document.

#### **4. Deliverables**

- 4.1** The contractor will submit a project plan for NRC review that identifies major milestones and estimated due dates. The final project plan will be approved by the NRC project officer.
- 4.2** The contractor will present a draft outline for the Highlights brochure and three design options for the cover of the FY 2003 PAR, three design options for the cover and inside pages of the Highlights brochure, and three design options for the cover and inside pages of the Strategic Plan. Contractor will provide 4-color, full-size mock-up of the pages depicting various design options for selected elements (e.g., organization charts, tables and/or graphs).
- 4.3** Design the Highlights brochure and Strategic Plan, including all artwork photographs with captions, graphics, layout, and necessary formatting that will accommodate the text as approved by the Project Officer. All design elements and photographs or images must be approved by the Project Officer.
- 4.4** Deliver first set of complete color page proofs of the Highlights brochure, FY 2003 PAR cover, and Strategic Plan for review and approval by the Project Officer. Provide a second set of page proofs based on the Project Officer's edits. Provide third revised set of color page proofs to incorporate further revisions by the Project Officer, if necessary.
- 4.5** Supply complete camera-ready electronic files for the FY 2003 PAR cover, the Highlights brochure, and Strategic Plan on disk in the format requested by the Project Officer.
- 4.6** Produce PDF files of the brochure and Strategic Plan, ensuring that the files follow the NRC's Web accessibility guidelines. The files must include a start page showing the cover of the publication and listing the PDF files available and the file sizes for each. The start page must also include the NRC logo, a link to the NRC home page, contact information, and a last modified date. The files must also include bookmarks for the table of contents.

Due dates for all deliverables will be established and in consultation with the contractor subsequent to award of the contract.

**Period of Performance**

The period of performance will commence on July 29, 2003 and will expire on March 28, 2004.

**TASK ORDER TERMS AND CONDITIONS**

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NOT SPECIFIED IN THE CONTRACT

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**A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20****A.2 OTHER APPLICABLE CLAUSES**

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☐ 52.217-6, Option for Increased Quantity

☐ 52.217-7, Option for Increased Quantity Separately Priced Line Item

☐ 52.217-8, Option to Extend Services

☐ 52.217-9, Option to Extend the Term of the Contract

**A.3 ELECTRONIC PAYMENT**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment . The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."



#### **A.4 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### **A.5 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)